



## Quarantine and Isolation Medical Shelter Standard Operation Procedure

SOP No: MS-109

Date of Last Revision: 05/21/2020

# Standard Operating Procedure Security Guard Services

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## Subject: Security Guard Services For Medical Shelter Sites

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### 1. Introduction

The purpose of this Standard Operating Procedure (SOP) is to provide guidance to Medical Shelter Site Management on coordinating security services for medical shelter sites. Allied Universal contracts with the County of Los Angeles to provide security guard services for medical sheltering sites, unless otherwise noted.

### 2. Contacts

**All Medical Sheltering Sites, except where listed**  
Allied Universal  
Brant Dorman  
(213) 215-5577  
[Brant.dorman@aus.com](mailto:Brant.dorman@aus.com)

**David L. Murphy Sobering Center**  
All security guard services handled in-house

**Martin Luther King COVID+ Congregate Site**  
All security guard services handled in-house

**Christie Carr (County ISD)**  
Purchasing and Contracting Services  
Office: (323) 267-3101  
Cell: (562) 419-4490  
[ccarr@isd.lacounty.gov](mailto:ccarr@isd.lacounty.gov)

### **3. Procedures**

- Service Startup
  - Security guard requirements are provided to the appropriate Allied Universal contact by County ISD (see contact information above), after consultation from the site set-up or site logistics team. County ISD will need to know from the site set-up or site logistics staff the following information to proceed with the initial procurement of services:
    - Number of total security guards required
      - ◊ Number of armed security guards required
      - ◊ Number of unarmed security guards required
    - Schedule required for security guard personnel
      - ◊ Be as specific as possible (e.g., 24/7 coverage, 2 security guards required from 08:00 to 16:00 and 3 security guards required from 16:00 to 08:00, etc.)
    - Date and time required
    - Other important details of assignment
      - ◊ Must be able to wand individuals, will be stationed on client occupied floors, must sign-in/out staff upon initial entry to facility, etc.
  - Submit above request in the Los Angeles County Operational Area Response & Recovery System (OARRS) and send copy of OARRS request to County ISD via email.
  - County ISD will provide updates on procurement status, as needed.
- Ongoing Service
  - To increase/decrease number of security guards at a site, or modify scope of work of assigned personnel, please submit detailed request to County ISD following steps above.
  - Should issues with security guard personnel arise at a site, please connect with Allied Universal staff (see contact above) to discuss problem and implement corrective action, as needed. County ISD should also be engaged in discussions to advise on other actions required.

### **4. References**

Please see appropriate contact information above for any inquiries related to security guard services for specific medical sheltering sites.